



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE : **AUGUST 18, 2015**

FROM : **HUMAN RESOURCE OFFICE, USAID/ETHIOPIA**

SUBJECT : **JOB/VACANCY ANNOUNCEMENT NO. 15/15**

TO : **IN-HOUSE APPLICANTS**

TITLE OF POSITION : **USAID PROJECT MANAGEMENT ASSISTANT**

LOCATION OF WORK : **US EMBASSY, ENTOTO ROAD**

HOURS : **FULL TIME 40 HOURS PER WEEK**

FINAL FILING DATE : **SEPTEMBER 2, 2015**

SALARY: FSN-8 (USD 10,938 to USD 19,686) depending on the candidate's earning history, qualifications and experience.

BASIC FUNCTION OF POSITION: The basic function of this position is to provide essential administrative, program management and technical support critical to USAID/Ethiopia's Office of Democracy and Governance (ODG) based in Addis Ababa. Administrative functions cover essential office management, filing, travel and logistical support for major assessments and events. The incumbent participates in the development of DG program design, strategy development, and annual reporting, and tracking the office's entire \$37,000,000 budget in coordination with the Program Office and the Office of Financial Management at USAID/Ethiopia. The incumbent will manage DG activities as an AOR/COR for activities with a range in size from \$500,000 to \$1,000,000 and be the office's monitoring and evaluation point of contact. Further, the incumbent assists the DG staff as needed in their duties and responsibilities.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following:

EDUCATION: B.A. in management, economics, and/or social sciences, is required.

EXPERIENCE: At least five years progressive experience in program management assistance functions. Knowledge of development programming terms, democracy and governance programming, Ethiopian development challenges, USAID programs and priorities desirable.

LANGUAGE: Level IV (fluent) in English and Amharic. English test will be given.

KNOWLEDGE, SKILLS, AND ABILITIES: The incumbent for this position must have sound knowledge of office practice, including budget tracking and filing systems, and should be able to maintain the high level of confidentiality required by the position. The incumbent must demonstrate knowledge in democracy, rights and governance principles and practices. Understanding of basic development terminology and knowledge of USAID administrative and technical requirements is desirable. The incumbent must demonstrate basic financial management, project management and M&E skills. The incumbent must have strong computer skills including Word, Excel, and PowerPoint. Excellent oral and written communication and interpersonal skills are required. The incumbent should be a self-starter with strong organizational skills.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form {Universal Application for Employment (DS-174) ;} to USAID/Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the Hiring Office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID Mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET http://ethiopia.usembassy.gov/job_opportunities.html. FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.

FINAL FILING DATE: SEPTEMBER 2, 2015

CLEARED: THUBLIN ODG, OFFICE CHIEF _____

SHUNT OMS, OFFICE CHIEF _____